

VACANCY ANNOUNCEMENT

THE USAID MISSION IN SAN SALVADOR



No. 14-003	Position Vacancy AUDITOR (Senior Management Analyst) in the Regional Inspector General Office	Date: 05/12/2014
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OPEN TO: ALL INTERESTED CANDIDATES

POSITION: AUDITOR (Senior Management Analyst)

OPENING DATE: May 12, 2014

CLOSING DATE: May 23, 2014

WORK HOURS: Full time; 40 hrs. Workweek

SALARY: *Ordinarily Resident (OR): Position Grade FSN-12, salary range from \$52,544.00 To \$82,952.00 (Basic Rate + Allowances)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The Agency for International Development in San Salvador is seeking one individual for the Auditor (Senior Management Analyst) position in the Regional Inspector General Office.

BASIC FUNCTION OF THE POSITION

This position is located in the Regional Inspector General Office at USAID/El Salvador, San Salvador, under the supervision of the Regional Inspector General U.S. Direct Hire Director and/or his designee. The incumbent in this position performs the duties of a USAID Auditor (Senior Management Analyst). In this position the incumbent will be available as needed to (1) plan and direct performance audits of the U.S. Agency for International Development's (USAID) and MCC programs and (2) serve as RIG/San Salvador' Non-Federal Audit (NFA) Coordinator, responsible for overseeing all aspects of the financial audits conducted of USAID implementers throughout the 15 countries that RIG/San Salvador has oversight responsibilities.

For US Direct Hire staff, the incumbent will direct their work and exercise of leadership on a regular and recurring basis, and is responsible for applying the guidance and assistance received in executing the assignment in conformity with generally accepted auditing standards. To perform successfully in this position, the incumbent must be highly motivated, energetic, and results oriented. In performing these tasks, the incumbent will work interchangeably with, and equivalent to, US direct-hire auditors.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** Certified Public Accountant or a Master degree in Accounting, Finance, Computer Science, or Business Administration is required.
2. **EXPERIENCE:** Seven years of experience in accounting, auditing or financial management positions. At least three years of experience should have been at an international organization.
3. **LANGUAGE:** (Will be tested)
Level IV (fluent) in English Speaking/Reading is required.
Level IV (fluent) in Spanish Speaking/Reading is required.
4. **KNOWLEDGE:** An expert knowledge and understanding of 1) professional auditing standards, principles theories, practices, and terminology; 2) the principles and accepted practices of governmental and business accounting; and 3) applicable US laws and USAID financial regulations and procedures is required. A thorough knowledge of host-country requirements vis-a-vis USAID development activities and USAID programs, goals, objectives, organizations, and operations is required.
5. **SKILLS AND ABILITIES:** High level analytical and organizational ability. Excellent writing skills. Ability to deal tactfully with people at both managerial and operational levels, and all levels in between. Ability to work independently and is self-motivated.

The work requires keen analytical ability, originality of ideas, creative thinking, and the exercise of sound, independent judgment. Work requires the ability to rapidly assimilate and assess difficult and often conflicting materials, and to identify relevant information, and to apply professional acumen to the evaluation of the audit implications of relevant data. Work requires skill in the preparation and presentation of complete, factual, and complex analytical audit reports and recommendations in a clear and concise manner. Written audit reports are disseminated widely throughout USAID and must be prepared according to generally accepted government auditing standards, presenting facts in an accurate, convincing, and objective manner. Writing skills encompass critical analysis of management comments on audit issues and the preparation of audit progress reports, cables, and other forms of correspondence. Interpersonal skills are required in the establishment and maintenance of an extensive range of contacts with senior officials of USAID, the host government, contractors, etc., regarding extremely sensitive matters during the audit process and in presenting and supporting recommendations. Composure and self-control are required in situations of acute questioning, both to gather information and to articulate the US government position on critical audit issues.

Work usually involves problems of sequencing and coordinating multi-phased financial audits so that useful products result. Decisions regarding what needs to be done must be based on extensive probing and analysis of the assignment to accurately and adequately determine the risks and vulnerabilities and to report on the results of these audit efforts.

Additional complexity is added because the work is distributed throughout the region, requiring travel and, at times, remote supervision of staff, including FSN staff in Haiti.

Computer literacy is essential, including competency in the entire Microsoft Office suite, particularly in the use of Microsoft PowerPoint and complex spreadsheet programs such as Microsoft Excel is required.

SELECTION PROCESS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-0174);

<http://photos.state.gov/libraries/elsavador/231771/PDFs/ds-174.pdf>
2. Candidates must identify the position to which they are applying. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the positions as listed above.

SUBMIT APPLICATION TO

Executive Office
USAID/El Salvador
PER e-mail: ssvacancies@usaid.gov

Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

DEFINITION

Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

CLOSING DATE FOR THIS POSITION:

May 23, 2014

The US Mission in San Salvador provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: USAID

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

100%

1. Responsible for ensuring that financial audits assigned to the auditor comply with U.S government auditing standards and USAID policies and procedures. Consults with mission staff on audit needs and helps decide what types of audits are needed (i.e., recipient-contracted, Agency-contracted or concurrent audit), based on a risk and vulnerability assessment.
2. For recipient-contracted audits, reviews each audit report for compliance with auditing standards, analyzes the financial statements for reasonableness, and determines if the audit findings and recommendations are material. Prepares a transmittal memorandum summarizing the results of the audit; including appropriate recommendations and provides written comments to the mission controller, if necessary, on reporting deficiencies.
3. For recipient-contracted audits, conducts quality control reviews. These reviews, held at the audit firm's location, entail an in-depth evaluation of the firm's working papers to ensure that the audit was conducted in accordance with government auditing standards. This involves determining if the audit form (a) properly planned and supervised the audit, (b) adequately prepared working papers, (c) provided sufficient and competent evidential matter to render an opinion on the financial statements, (d) had a sufficient understanding of the Auditee's internal control structure, (e) had performed a compliance review, (f) performed sufficient testing of transactions, and (g) adequately reported all deficiencies and questioned costs.
4. Conducts supervisory visits to audit firms to conduct quality control reviews. These visits would include a review of the working papers. Determines if the audit firm developed an audit program, which included all the appropriate steps and procedures to assess the internal control structure, analyze compliance with all USAID agreements and applicable laws and regulations, audit the fund

accountability statement, review the cost sharing statement, and ensure that a sufficient percentage of financial transactions were tested to provide a basis for rendering sufficient percentage of financial transactions were tested to provide a basis for rendering an opinion.

5. Reviews and provides written comments on the draft and final audit reports to ensure that the reports comply with generally accepted government auditing standards.

6. Responds to questions from the audit firms and provides technical assistance. Also, to help prevent and deter fraud assists in providing classroom training, in both English and Spanish, to USAID staff and partners.. Also, provides advice, as requested, to mission staff to help them design activities to improve audits and minimize the risk of fraud and corruption. Provides advice and assistance, as requested, to help USAID and its partners establish appropriate fraud preventions policies, including policies regarding financial disclosure, ethics, employee conduct, and fraud reporting. Assists USAID officials with their monitoring efforts. For example, helps draft or review scopes of work for agency-contracted audits or agreed-upon procedures engagements where they are deemed useful, and supervises these engagements when asked to do so.

7. Assignments may include internal audits of USAID operations or segments thereof. Audits may involve USAID direct contractors, entities, and government contractors or subcontractors throughout the region. Develops audit steps and procedures, and plan the audit accordingly. Evaluates internal controls. Conducts and concludes on the results of the field work which could include examining and evaluating policies, systems, procedures, records, financial statements, bids, contracts, policy directives, proposals, and reports relating to such matters as programming, budgeting, accounting, procurement, supply and financial or business transactions of all kinds, which may have an impact on the expenditure of funds, utilization of resources, or effectiveness of systems of internal control. Determines the adequacy and effectiveness of internal audits performed by employees of contractors and audited entities, or external auditors. Verifies the assets, liabilities, proprietary accounts, and operating results of the entity or activity audited, to the extent deemed necessary in accordance with generally accepted accounting principles, auditing standards, applicable legislation, and Agency regulations. Attends meetings and conferences with high level officials as well as with various operational levels of management. Conducts or participates in single or multiple person interviews integral to a professional audit.

8. Briefs the Audit Manager on progress of audit reviews and identifies problems such as the need to expand the scope or commit additional resources. Proposes alternative approaches and solutions to identified audit problems. Represents IG with Agency officials, host government representatives,

independent accounting firms, contractors, private voluntary organizations and other Federal agencies in discussing audit findings and proposed corrective actions.

9. Serves as the focal point of contact with high level officials of the different Latin American and Caribbean countries regarding financial audit matters. Actively participates in meetings and discussions with these officials, as well as interpreting and translating as necessary. Provides language capability (oral, written and interpretative), when needed in various phases of an audit.